

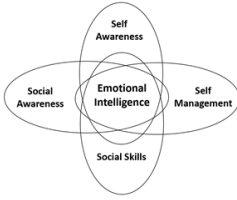
VALUES & CHARACTER DEVELOPMENT

040 SOCIAL SKILLS

Facilitator/Mentor Materials

John T. Krochmalny
2020

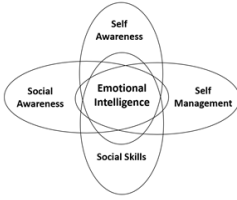




Facilitator Materials for Lesson 040: Social Skills

	<u>Page</u>
Instructor Checklist	3
Training Schedule.....	5
Lesson Guide.....	6
References	9
End of Module Review Questions and Answers.....	11
Check for Module Understanding	13

Notes

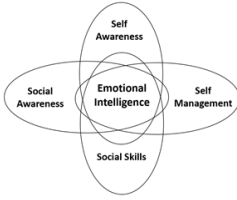


Facilitator Checklist

✓	Do the following tasks before course begins:	Materials Source
<input type="checkbox"/>	Have these materials duplicated for participants: Values / Character Development 040 SOCIAL SKILLS	
<input type="checkbox"/>	Get these materials for participants: <ul style="list-style-type: none"> • Pencil or Pen • Spiral Bound Notebook for note taking 	
<input type="checkbox"/>	Distribute these materials to student stations: <ul style="list-style-type: none"> • 	
<input type="checkbox"/>	Have these materials on hand in the room: <ul style="list-style-type: none"> • Internet Connected Personal Computer <ul style="list-style-type: none"> • Monitor Display • Chrome, Google, Firefox Browser or equivalent • High-Speed Internet Connection • Speakers or Earphone Headset • Work Desk • Chair • Electrical outlet and / or power strip • Mentor Conference Location 	Training Room
<input type="checkbox"/>	Prepare the agenda and special notes, and make sure you have the Instructor Materials packet.	



✓	Do the following tasks before course begins:	Materials Source
<input type="checkbox"/>	Locate: <ul style="list-style-type: none"> • Rest rooms • Phones • Break areas • Special regulations: Smoking, Food, PPE 	
<input type="checkbox"/>	Review: Special regulations: Smoking, Food, PPE	



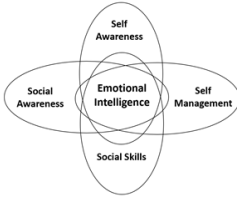
Training Schedule

Lesson Duration: 1.0 hour

1.0 hour Learner Material Engagement

0.5 hour Mentor/Learner Engagement

Topic	Time	Location
Introduction to the 030 SOCIAL SKILLS Module	5 min.	Classroom / Mentor
SOCIAL SKILLS Learning Materials Introduction	1 min.	Classroom / Computer
Read: Introduction to Social Skills	1 min.	Classroom / Computer
Read: What are Social Skills	7 min.	Classroom / Computer
Read: 10 Social Skills Necessary for Success	3 min.	Classroom / Computer
Read: 10 Simple Habits That Will Noticeably Improve Your Social Skills	3 min.	Classroom / Computer
Read: How to Improve Social Skills	10 min.	Classroom / Computer
Watch: Improve Your Social Skills in Under 30 Minutes, with Ramit Sethi	28 min.	Classroom / Computer
End of Module Questions	15 min.	Classroom / Computer
Check for Module Understanding & Application	15 min.	Classroom / Mentor



Lesson Guide

Lesson Objective

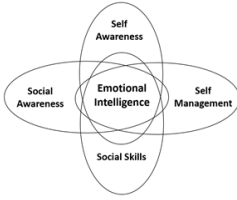
By the end of this session, learners should be able to:

1. Describe Social Skills
2. Identify behaviors associated with setting-appropriate Social Skills

Level Steps

B = Basic I = Intermediate A = Advanced

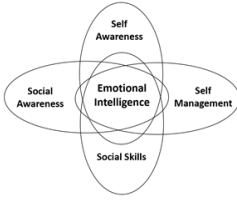
Level	Steps	What to Say	What to Do
B	Module Introduction and Lesson Overview SOCIAL SKILLS	Overview why we will be covering these topics.	Explain why these lesson materials will benefit the learner(s). Explain the expectations and benefits of successfully completing the coursework.
B	Introduction to the Social Skills Module learning materials	Explain the module learning materials and layout. Explain the use of educational technology in the course delivery.	Show the module learning materials involved in the course: 040 SOCIAL SKILLS Show the learner how to use the personal computer to access the on-line learning materials.



Level	Steps	What to Say	What to Do
B	Values & Character Development SOCIAL SKILLS	Learners will start this module with reading the SOCIAL SKILLS text and read the module related On-line articles: Read Social Skills text Read “ What are Social Skills? ”	Learners will read the SOCIAL SKILLS Module text and access the On-line materials covering module materials. Read Social Skills text Read “ What are Social Skills? ”
I	Values & Character Development SOCIAL SKILLS	Read: “ 10 Social Skills Necessary for Success ”	Read: “ 10 Social Skills Necessary for Success ”
I	Values & Character Development SOCIAL SKILLS	Read: “ 10 Simple Habits That Will Noticeably Improve Your Social Skills ” Read: “ How to Improve Social Skills ”. Watch: “ Improve Your Social Skills in Under 30 Minutes, with Ramit Sethi ”	Read: “ 10 Simple Habits That Will Noticeable Improve Your Social Skills ” Read: “ How to Improve Social Skills ”. Watch: “ Improve Your Social Skills in Under 30 Minutes, with Ramit Sethi ”
A	Values & Character Development SOCIAL SKILLS End of Module Questions	Learners will complete the SOCIAL SKILLS End of Module Questions based upon module text and related on-line learning materials.	Learners will complete the SOCIAL SKILLS End of Module Questions based upon module text and related on-line learning materials.



Level	Steps	What to Say	What to Do
A	Values & Character Development SOCIAL SKILLS Check for and Apply Understanding	On the SOCIAL SKILLS module's last page, learners will fill out their name, date, and answer the questions listed. After completion, learners will give this page to their facilitator/mentor for appraisal and record.	On the SOCIAL SKILLS module's last page, learners will fill out their name, date, and answer the questions listed. This questionnaire will be the record for what the learner will be doing to apply the lessons learned in this module. After completion, learners will give this page to their mentor for appraisal and record.



References

The sources below were used in preparation of this lesson and may be consulted for additional background information.

What are Social Skills?

<https://www.skillsyouneed.com/ips/social-skills.html>

10 Social Skills Necessary for Success

https://www.huffpost.com/entry/10-social-skills-essentia_b_7203280

10 Simple Habits That Will Noticeably Improve Your Social Skills

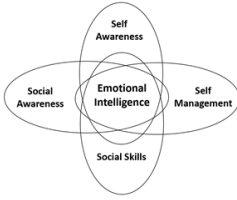
<https://www.inc.com/quora/10-simple-habits-that-will-noticeably-improve-your-social-skills.html>

How to Improve Social Skills

<https://www.wikihow.com/Improve-Social-Skills>

Watch: Improve Your Social Skills in Under 30 Minutes, with Ramit Sethi

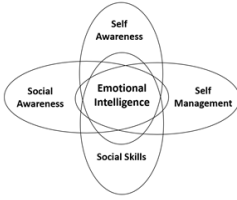
<https://youtu.be/1eOKwUOLLTE>



040 SOCIAL SKILLS Module Questions and Answers

NOTES:

1. Learners are expected to engage with the module learning materials and apply critical thinking skills to determine how to apply the lessons to their own lives and situations. The role of the course facilitator/mentor is to become a guide and coach for learners and not to be “the expert” authority telling participants the correct answers. For successful module completion, learners will explore acceptable solutions, learn how to apply those solutions, and measure their progress in solutions application.
2. The module objective is to have participants explore how Social Skills relates to a successful life and learn how to apply these to their own lives. Successful module completion by learners should be identified by the participant’s understanding what Social Skills are, how to identify applications of Social Skills, and how to apply Social Skills in the workplace.
3. The Check for Understanding Questions will be filled out by participants. This should be considered their Personal Commitment Plan (PCP) or goals for applying the lessons learned in the module. Facilitators/Mentors should use the PCP as an instrument to gage learner success in meeting their identified Social Skills acquisition goals.



End of Module Questions:

1. Why would employers be interested in their staff having well-developed social skills?

2. Identify three specific social skills that are important to you and your social group that you can either enhance or develop.

A. _____

B. _____

C. _____

3. Why would you believe that your social skills identified in question 2 above would be beneficial?

4. In what specific ways will the ideas covered in this Social Skills module help you in your interpersonal relationships?



Values & Character Development 040 SOCIAL SKILLS

Check for and Apply Understanding

NAME: _____ DATE: _____

FACILITATOR / MENTOR: _____ DATE: _____

1. Name four things individuals could do to develop their social skills.

- a. _____

- b. _____

- c. _____

- d. _____

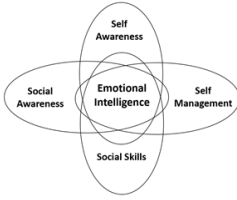
2. In reference to Question 1 above, select two things you will do to develop your own social skills and write exactly how you will achieve it.

- 1. _____

 - a. _____

- 2. _____

 - a. _____



3. In reference to Question 2 above and with the two things you will do to develop your own social skills, write exactly how you will intend to measure your success in applying it.

1. _____

a. _____

2. _____

a. _____
